

Voluntary Submitter's Meeting: Electronic Submittal of the SOQ

New Process

“The SOQ shall be submitted electronically using the WSDOT SFTP to the WSDOT Contract Ad & Award Office in accordance with Section 6.2 of this RFQ.” (RFQ 2.1)

- Electronic upload of SOQ to WSDOT SFTP site

FTP Client

Use FTP client to connect to WSDOT SFTP

- Secure (SFTP = Encrypted)

“Example instructions on how to upload your submittal to the WSDOT SFTP site using the free FTP client FileZilla are available in the online directory for the Project in the folder named “[Submittals](#)”.” (RFQ 6.2)

- [*FileZilla](#)

Username and Password SFTP

“Submitters shall contact the WSDOT Contract Ad & Award Office to request or confirm a Secure File Transfer Protocol (SFTP) Username and Password to upload their SOQ as indicated in Section 6.2, Due Date, Time, and SFTP Site.”

(RFQ 3.3)

- CAA@WSDOT.WA.GOV (RFQ 3.6)
 - Email subject line: Contract name, Contract number, Request for Username and Password

Procurement Schedule

Action	Dates
Step 1 – SOQ Phase	
RFQ Issue Date	5/10/2021
Voluntary Submitter's Meeting	5/17/2021
Deadline for Submitting RFQ Questions	5/24/2021
Deadline for Requesting a WSDOT SFTP Username and Password	5/27/2021
Deadline for WSDOT Response to RFO	5/28/2021

Due Date Time Change

11:00:59 a.m. -> 11:59:59 p.m. (Midnight)

- Be familiar with your FTP Client
- Have the WSDOT SFTP site configured in advance
- Test with practice files
 - Remove practice files prior to SOQ upload
- Ensure only final submittal remains
- Give yourself time
 - Large files 200MB, failed transfers, confirm Username/Password
- WSDOT cannot provide technical assistance

No Technical Assistance

“WSDOT is not responsible for any technical difficulties or network issues in using the WSDOT SFTP site. WSDOT recommends testing the WSDOT SFTP site prior to the SOQ Due Date and setting aside extra time to ensure that the SOQ is properly submitted in accordance with this section.” (RFQ 6.2)

Final Submittals Only

- SFTP is not a place for WIP files
- Remove practice files (if applicable)
- No duplicate files
- No multiple versions

Demonstration

– RFQ

Questions/Comments

